



TITLE: Water and Energy Conservation Education Intern – Volunteer

CLOSING DATE: Continuous, on-going

INTRNSHIP BENEFITS:

- Receive training on a variety of water and energy-related topics.
- Gain experience in teaching small groups and program development/evaluation.
- Build upon general and academic knowledge with real life, hands-on experience.
- Obtain relevant experience that can be used in making choices concerning college degree(s), areas of specialization, and future careers.
- Gain work related experience in classrooms and network with school district personnel.
- Gain work related experience in a municipality and network with city of Glendale personnel.

INTERNSHIP DUTIES:

Assist with the youth water and energy conservation education program:

1. Lead/assist with classroom presentations in Glendale schools.
2. Assemble water and energy conservation toolkits for distribution at Glendale schools.
3. Assist in preparing materials for teacher orientation and events.
4. Help maintain databases and records to monitor and evaluate the effectiveness of the youth water and energy conservation education program.
5. Help maintain storage unit of water and energy conservation education supplies.
6. Aid in marketing the youth water and energy conservation education program (e.g. develop PowerPoint presentation, brochures, fliers, etc.)
7. Perform related duties as assigned.

Assist with the Glendale Xeriscape Demonstration Garden:

1. Help maintain the award-winning Glendale Xeriscape Demonstration Garden, located at the Glendale Main Library.
2. Assist in the inventory of 400 low-water-use species at the garden.
3. Help coordinate special events at the garden, such as the annual Glendale Green Festival.
4. Research, develop, and lead environmental education activities for school and special-interest groups participating in the Glendale Xeriscape Demonstration Garden Field Trip program.
5. Aid in the development of interpretive materials and signage at the garden.

MINIMUM QUALIFICATIONS:

Requires solid organizational skills. Excellent written and spoken communication skills are essential. Experience in public contact work and/or group presentations. Must be able to operate a computer with skills in one or more of the following software applications: MS Word, Excel, Access, and/or Power Point. Ability to work cooperatively with others and to tactfully and courteously communicate with school personnel and students required.

SPECIAL REQUIREMENTS:

Valid Arizona driver's license. This position will work in the Glendale water service area. Travel throughout the area will be required for classroom presentations. Must be available to work occasional evenings and/or Saturdays. Ability to occasionally perform lifting of up to 25 lbs.

QUESTIONS: Contact Jo Miller, Environmental Program Manager, at (623) 930-3596 or jmiller@glendaleaz.com

SEND COMPLETED APPLICATIONS TO:

*Please send applications via mail, e-mail, or fax to:

Jo Miller – Environmental Program Manager
5959 W. Brown Street
Glendale, AZ 85302
Phone: 623-930-3596
Fax: 623-842-2161
E-mail: jmiller@glendaleaz.com

***Note: Drop-in applications will not be accepted.**

SELECTION PROCESS:

Applications will be screened for the minimum qualifications and special requirements. Applicants meeting the minimum qualifications and special requirements will be placed on an eligibility list. Eligibility lists are active for up to six months. The hiring department will contact those candidates they wish to test and/or interview. DURING THE SELECTION PROCESS, ANY APPLICANT REQUIRING ACCOMMODATION FOR A DISABILITY SHOULD ADVISE THE HUMAN RESOURCES DEPARTMENT at (623) 930-2270.

All candidates are subject to an extensive background check, including but not limited to, Department of Public Safety and FBI background investigations. Applicants must be truthful and accurate and avoid providing inconsistent information, incorrect dates, partial or incomplete information when completing the application and any supplemental forms. Falsifying or omitting information during any stage of the selection process, may make you ineligible for consideration or continued City employment.